

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES
FROSTBURG STATE COLLEGE

DIRECTOR OF ADMINISTRATIVE SERVICES

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>General Correspondence</u> Subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, studies, policies and other miscellaneous papers relating to this office.	Screen annually. Destroy material over three years old which has no continuing value. Material which illustrates policy programs and development of the college to be transferred to the history file for permanent retention.
2.	<u>BB4 Files</u> Includes all necessary forms to comply with COMAR 21. Such as: BB4 forms, Delegated Compliance Checklist forms, PAAR reports, Telephone Bid Forms, Sole Source Justification forms, Emergency forms, Copy of Requisition, and Copy of Purchase Order.	Retain for three years until audit requirements have been fulfilled then destroy.
3.	<u>Telephone Files</u> Includes Internal Telephone Service Request forms which are completed by the requesting department, Department of General Services Work Request forms, and a numerical log that is maintained for assigning work order numbers to each request.	Retain for three years until audit requirements have been fulfilled then destroy.
4.	<u>Forms Management Files</u> Includes a file for each department on campus. A copy of each form that is initiated by each department and a listing of each form is kept on file.	Retain until superseded or obsolete then transfer one copy to history file for permanent retention.

Schedule Approved by Department,
Agency, or Division RepresentativeDirector of
Administrative
Services

09/29/86

B. Betty Williams

Date

Signature

Title

Schedule Authorized by
Hall of Records Commission11/10/86

Date

Edwanda Lynn

State Archivist